

II.

LIBRARY COLLECTION DEVELOPMENT

DATE APPROVED - UNKNOWN

REVIEWED – 5/94, 10/98, 6/99, 11/02, 4/04, 8/13/07, 4/14/11, 3/09/15, 6/10/19, 2/27/23

REVISED - 5/94, 10/98, 6/99, 11/02, 4/15/04, 4/14/11/ 6/15/23, 9/9/24

A. The Library supports and follows the principles of the Library bill of rights, and shall, within its budget boundaries, provide a variety of materials representing a diversity of opinion. The primary role of the Library is to provide popular materials; secondary role is to serve as a pre-school door to learning.

B. The Library director shall select materials for collection development. The board President will appoint one or more trustees to assist in the selection process, guaranteeing a diversity of opinion.

C. Material Selection:

Materials shall be selected on the basis of reviews from professional journals, need and demand. Requests from patrons and staff are welcome and shall be considered.

1. Criteria for Adult Materials:

a. Fiction

i. Demand - Is the subject or author popular?

Aesthetic quality - Does the work have artistic merit?

iii.

b. Non-Fiction and Reference

i. Authoritativeness - background, reputation of author, publisher, sponsoring body

ii. Accuracy

iii. Impartiality

iv. Recency of data - Is the material up to date?

v. Adequate scope - Are all important aspects covered?

vi. Appropriateness - Is the work presented at a level that can be comprehended by the intended user?

vii. Relevancy

viii. Technical aspects - Are illustrations accurate and do they relate to the subject matter?

ix. Special features - Are bibliographies, appendices, notes and guides to the material included?

x. Cost effectiveness

xi. Durability

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2. Criteria for Children and Young Adults:

- The same guidelines apply that are used in selection of adult materials. Materials shall be selected to aid young people in understanding and coping with their lives, as well as to entertain. Reference material shall be appropriate for the audience it is addressing.

D. Duplication of Materials:

- Duplication of materials is indicated only when a variety of formats is desired, such as large print, books on tape and videos. Duplication of popular authors shall be paperback. Otherwise, for a library of this size, duplication is not desirable.

E. Donations:

- Materials that are donated to the Library must meet the same guidelines as those used in the selection process. Should donated materials not be found suitable for the library collection, they shall be sold for library gain or given to The Friends of Wellman-Scofield Public Library for purpose of their own sale, gain and library oriented activity.

F. Memorial Books:

- The Library is honored to receive a book as a memorial to a friend or loved one. All memorial books shall be clearly designated as memorials with a bookplate listing the person honored and the donor.
 1. All memorial books must meet the general criteria of the collection development policy.
 2. The donor may purchase the book and give it to the Library, or the donor may give money to buy a book. If the Library is entrusted to buy the book, every effort shall be made to choose one of lasting value which represents the interests of the person memorialized.

G. Reconsideration of Library Materials:

- Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this collection development policy.

A. Meeting with the Director: Patrons who wish to object to materials in the library's collection may do so by abiding by the following procedures and principles:

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- a. Person(s) must meet with the Library Director and relevant subject area selector to discuss their concern
 - i. In the event the subject area selector is the Library Director, the meeting shall consist of the Library Director and the relevant subject area librarian
- b. Meeting Agenda:
 - i. Person(s) share concerns regarding library material(s)
 - ii. Director and designated staff shall review relevant material(s) and discuss concerns in reference to the library's Collection Development Policies
 - iii. If the person(s) concerns have been resolved during the meeting, no further action shall be taken
 - iv. If the person(s) still feels that the material(s) violate the library's Collection Development criteria, they may complete a "Request for Reconsideration" form. Person must be either a registered library card holder or a resident of Wellman Public Library's service area to complete said form. Both the form and a copy of the Collection Development policy will be provided prior to the end of the meeting.

B. Request for Reconsideration Form Receipt/Submission: Once completed, Request for Reconsideration forms will be reviewed by the Director and designated staff member. In order for a Request to be considered, it must be completed in its entirety.

- a. The Director and designated staff member will respond to the requestor in writing within 10 business days of receipt of a completed form. One of three possible actions will be taken:
 - i. The material will remain in the collection, as it meets the principles and criteria detailed in the library's Collection Development policies
 - ii. The material will be related to a collection that is appropriate for its content, as detailed in the library's Collection Development policies
 - iii. The material will be removed from the library's collection, as it violates the principles and criteria detailed in the library's Collection Development policies

C. Appeal Process: After receiving the Director's response, the requestor may appeal the Director's decision to the Library Board of Trustees. Challenged materials will not be removed from the library shelves while awaiting resolution of a Request for Reconsideration.

- a. The requestor must provide a written notice of appeal to the Director at least 5 business days prior to an upcoming Board meeting. The appeal will be listed on the Board of Trustees' public agenda. During the Board meeting the requestor will have five minutes to present additional information to the Library Board regarding their appeal. Written information may be submitted in lieu of/in addition to an oral presentation.

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- b. The Board will render a decision in a timely manner. Possible resolutions include:
 - i. The material will remain in the collection, as it meets the principles and criteria detailed in the library's Collection Development policies
 - ii. The material will be related to a collection that is appropriate for its content, as detailed in the library's Collection Development policies
 - iii. The material will be removed from the library's collection, as it violates the principles and criteria detailed in the library's Collection Development policies
- c. The Library Board has the final decision in resolving Requests for Reconsideration. A material may only be reconsidered once every five years.